

WAVE 2: TYPICAL NOTICES IMPACTED EMPLOYEES MAY RECEIVE FOR THE REMAINDER OF WAVE 2 AND REQUIRED ACTION

The following list includes forms that you may receive during any reduction process which require your timely and complete action. Whether you receive the documents will depend on various factors, including the classifications subject to reduction, your location and seniority score. The potential consequences of untimely or incomplete action on employees' part are briefly discussed below. Please refer to the Layoff Resources website at: <http://www.cdcr.ca.gov/layoffresources/index.html> for timeframes associated with release of the documents below in the current wave and for FAQs about each of the processes discussed below.

All forms must be submitted in a complete manner within the timeframe designated in their accompanying cover letter and sent to the contact listed on the letter. In all cases, please read the material sent to you.

1. *Update Current Mailing Address If You Have Moved Within the Last 6 Months:*

Action Needed: Contact your Personnel Office/Liaison directly to ensure your mailing address is correct. If not, file an Employee Action Request (EAR) immediately – it is your responsibility to ensure your mailing address is correct.

Consequences: You may not receive important, time-sensitive layoff material if you do not file an EAR.

2. *Voluntary Transfer Process (VTP)/Statewide Bid Process (SWB): VTP/SWB takes place outside of the layoff process but is listed here as two of the items you may receive while the layoff process is underway.*

a. *Placement Awards for VTP/SWB:*

Action Needed: Your report date and location will be indicated on your placement award notice.

Consequences: Failure to report as indicated will result in your designation as Absent Without Leave (AWOL) and subject to AWOL separation.

3. *SROA notice:*

Action Needed:

- If you received an SROA notice, it is **imperative** that you maintain a copy of your SROA notice as you will need to attach a copy to any application you file. You may be asked to produce a copy at the time of an interview. Additional copies cannot be provided.
- Apply for vacancies using your State Restriction of Appointment (SROA) status while you are employed. You may utilize CDCR's Vacancy Database for vacancies within the department and/or the State Personnel Board's [Vacant Positions Database \(VPOS\)](http://spb.ca.gov/jobs/vpos/index.htm) for servicewide vacancies at <http://spb.ca.gov/jobs/vpos/index.htm>. Although you will receive some job interest notices from hiring agencies, do not rely solely on those notices. It's always best to do your own job search in addition to responding to contacts you may receive from other sources.

WAVE 2: TYPICAL NOTICES IMPACTED EMPLOYEES MAY RECEIVE FOR THE REMAINDER OF WAVE 2 AND REQUIRED ACTION

Consequences: Failure to return the SROA form with county preferences limits your ability to receive contact letters through SROA solely to your current county. If you do not retain a copy of your notice you may be unable to successfully compete for vacancies because a copy must be provided with your application.

4. *Layoff Options Worksheets/packets:*

Action Needed: Review the instructions on the form and your options for placement during the layoff process. Choose only those which, if awarded, you will accept. All options will be in your county. Please ensure all options are correct before submitting. If changes are made prior to submitting, please initial all changes.

Consequences: Worksheets not received by the due date will result in ORP making a placement or layoff determination on your behalf. Changes you wish to make after the worksheet's submission will not be processed.

5. *Placement Awards Made Through the Layoff Process:*

Action Needed: Report on the date and location indicated on your placement award notice.

Consequences: Failure to report as indicated will result in your designation as Absent Without Leave (AWOL) and subject to AWOL Separation.

6. *Notice of Layoff:*

Action Needed:

- Contact your current Personnel Office/Liaison directly regarding any questions about:
 - Continuation of benefits after separation: If you have any questions regarding continuation of benefits coverage for yourself and dependants. The continuation of health benefit coverage requires applying for the Consolidated Omnibus Budget Reconciliation Act through your Personnel Office.
 - Your final compensation: If you have leave balances for Personnel Development Days (PDD), Furlough Hours (FH), and/or Personal Leave Program 2010 (PLP 2010), you may be entitled to compensation for some of those hours, depending upon the type of hours.
 - Contact your local Employment Development Department (EDD) regarding Unemployment Insurance (UI) eligibility. For more information regarding EDD and/or UI, please access: <http://www.edd.ca.gov/Unemployment> .

Consequences: Lack of attention to the items above can result in discontinuation of health benefits and/or incorrect final compensation.

WAVE 2: TYPICAL NOTICES IMPACTED EMPLOYEES MAY RECEIVE FOR THE REMAINDER OF WAVE 2 AND REQUIRED ACTION

7. *Re-employment Form.*

Action Needed: Due to your layoff, you are entitled to re-employment list eligibility for five years from the effective date of your layoff, unless you voluntarily waive your re-employment rights. The Office of Resource Planning (ORP) will initiate the process on your behalf effective your layoff date. However, if you wish to be considered for re-employment in a county other than the one from which you were laid off, you must complete the form enclosed with your layoff letter.

Consequences: Failure to return the Re-employment Form with county preferences limits your ability to receive Re-employment contact letters solely to your current county. Initially, an employee is put on a re-employment list with a location code of the county where they were laid off, but a statewide location code may be chosen at a later date.